



POSITION DESCRIPTION: REGIONAL PORTFOLIO SPECIALIST

About California Volunteers, Office of the Governor:

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering, and civic action.

Since 2020, California Volunteers has launched several historic initiatives including Governor Newsom's California Climate Action Corps, the country's first statewide climate corps program; the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state's response to emergencies and disasters; and Operation Feed California, a volunteer program created to stabilize California food bank operations. As part of Governor Newsom's California Comeback Plan, California Volunteers received a nearly \$400 million investment in service to expand and create new programs.

Led by the state's Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

Position Description:

Under the general direction of the Regional Manager, and in partnership with the Disaster team, Regional Portfolio Specialists will support regional-based California Volunteer program implementation including, but not limited to: Operation Feed California, Climate Action Corps, AmeriCorps, Public Safety Power Shutoff, My Turn—Volunteer, the California Volunteers College Fellowship and more. Regional Portfolio Specialists will lead volunteer initiatives at the regional level. Major functions of this role include volunteer engagement, developing volunteer opportunities, innovative approaches to partnership building and data collection.

Duties:

- Build upon, cultivate and manage a portfolio of public, nonprofit and private partners in a defined regional area.
- Implement California volunteers programs in the local area through partner coordination, volunteer opportunity development and campaigns.
- Manage a portfolio of engaged volunteers in a defined regional area.
- Build off of personal relationships and contacts across the state to develop new partners, programs, and initiatives.
- Recruit volunteers, gather communications material and coordinate site visits and volunteer trainings on behalf of assigned initiatives and programs.
- Support and execute a regional operations plan to maximize the impact of California Volunteers' programs and initiatives.
- Recruit emergency volunteers with short notice.

- Maintain record of successful volunteer recruitment and retention strategies.
- Update and manage partner contacts in Salesforce.
- Support the Regional Manager with all aspects of volunteer management including trainings, volunteer database maintenance, volunteer tracking and follow up.
- Recruit, lead, place and onboard AmeriCorps members to perform volunteer capacity duties at various partner organizations
- Gather data for ongoing report outs highlighting # of volunteers engaged, # of volunteer hours served, etc.
- Conduct ongoing research to understand regional volunteer needs.
- Attend ongoing 1:1s with the Regional Manager to reprioritize goals, clarify projects and determine main priorities.
- Provide input to the Digital Liaison to discover and/or develop digital tools necessary to support the assigned region.
- Attend site visits, meetings and volunteer events, with short notice, throughout the year.
- Deploy to an emergency with short notice working up to 12 hour days for 7 days at a time.

KNOWLEDGE AND ABILITIES

- Strong relationship development skills
- Strong communications skills
- Strong project management and organizational skills

Desired Qualifications

- Extensive experience developing and managing partners.
- Experience following project timelines and objectives
- Experience working under tight deadlines balancing multiple priorities.
- Outstanding interpersonal skills
- Ability to work effectively in a dedicated, mission and team-oriented office environment
- Mission-driven, highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously while being able to work under short deadlines, and deliver in a rapidly changing, fast-paced office environment
- Experience using Salesforce to track and manage partners, create dashboards, and track volunteer onboarding
- Ability to learn and apply new skills
- Ability to provide feedback and follow up on tasks
- Knows when to act independently and when to consult for advice on decision-making
- Ability to work extended hours, when necessary
- Bachelor's Degree

Location and Travel

*This position's location is not limited to Sacramento, California. California Volunteers' office is located in Sacramento. However, California Volunteers will accommodate applicants who wish to work **remotely temporarily as a result of COVID-19**. Therefore,*

California Volunteers will consider applicants throughout the state who are interested in this position.

Regional Portfolio Specialists are expected to travel to partner sites across their assigned region to support program initiatives, when necessary.

How to Apply: Please send a cover letter referencing the “Job Title” applying for, along with resume to Joanna Sledge, OPR Personnel Officer at: Joanna.Sledge@opr.ca.gov. Thank you!